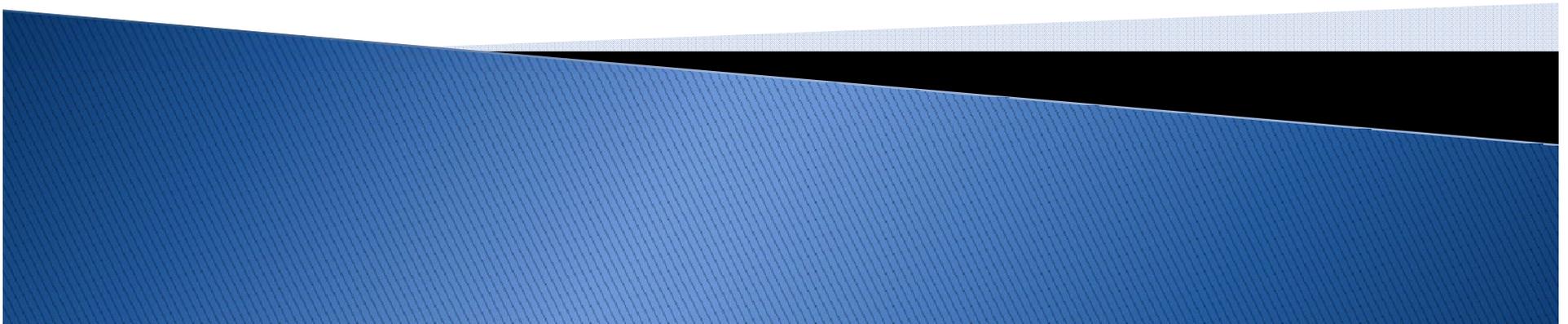


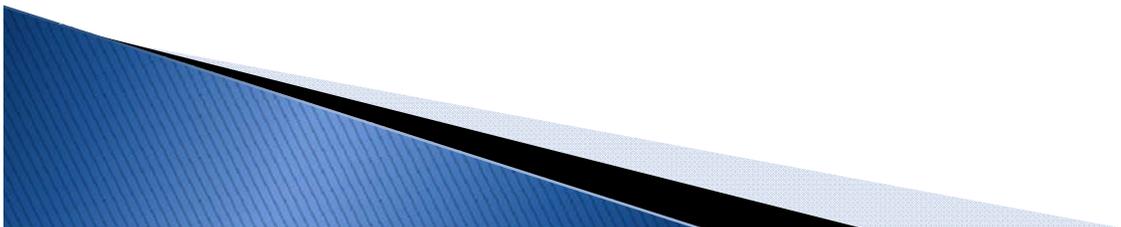
Continuing Disclosure- Internal Roles and Responsibilities

Christy Pinuelas
Director of Finance
City of Agoura Hills



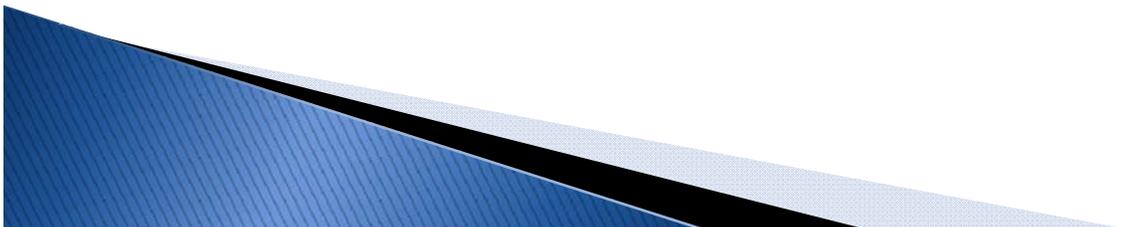
Continuing Disclosure – Internal Roles and Responsibilities

- 3 Debt Issues outstanding
 - Lease Revenue Refunding Bonds
 - Tax Allocation Bonds
 - taxable and non-taxable



Continuing Disclosure – Internal Roles and Responsibilities

- Small Agency
 - 36 full-time employees in entire agency
 - 3 employees in finance department (including me)



Continuing Disclosure – Internal Roles and Responsibilities

- ▶ What to do.....
 - Decisions
 - Outsource disclosure duties
 - Keeping duties in-house
 - Evaluate the players
 - Attorney
 - Trustee
 - Financial Advisor
 - Training opportunities



Continuing Disclosure – Internal Roles and Responsibilities

- ▶ What we do....
 - Monitor Disclosure in-house
 - Check websites every month
 - Outlook is our friendly reminder tool
 - Great disclosure tools from attorney
 - Established relationship with Trustee
 - Financial Information on agency website
 - Keep abreast of changes - TRAINING

